



Agenda Date: 9/18/2007  
Agenda Placement: 6D

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Theresa Richmond for Randolph F. Snowden - Director  
Health & Human Services  
**REPORT BY:** Theresa Richmond, Chief Operations Officer, 259-8176  
**SUBJECT:** Amend Departmental Allocation List creating a Limited Term Position in Public Health Division

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### **RECOMMENDATION**

Director of Health and Human Services and the Human Resources Director request adoption of a resolution amending the Departmental Allocation List for the Health and Human Services Agency Public Health Division creating one (1) Limited Term .8 FTE PHN through June 30, 2008, effective September 22, 2007.

### **EXECUTIVE SUMMARY**

The Maternal and Child Health (MCH) unit is experiencing a Public Health Nurse (PHN) staffing shortage due to the extended leave of one PHN in the unit where there is also a vacancy. Approval of the requested addition of a 0.8 FTE PHN - Limited Term will enable additional coverage by the temporary placement of a permanent 0.5 FTE PHN employee into the new 0.8 FTE position. The permanent 0.5 FTE position will be left vacant until the return of the PHN on extended leave later on in the current fiscal year. In this event, the employee occupying the new 0.8 FTE LT position will move back to the permanent 0.5 FTE position. The net increase of 0.3 FTE will be covered by salary savings within the Public Health division.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	If the requested action is approved, an incumbent 0.5 FTE PHN's time will increase this year from 0.5 FTE to 0.8 FTE (an increase of 0.3 FTE) until a PHN on long-term leave returns within the current fiscal year. The 0.5 FTE regular position will remain unfilled until such time as the incumbent returns to that position. The incremental 0.3 FTE will be funded by salary savings in the Public Health division.

Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of the requested action is discretionary in that there is no mandate to provide this specific Limited Term position. However, the position is necessary to carry out the Public Health Nurse (PHN) functions of the Public Health Division effectively, given the current unavailability of permanent PHNs in the division.
Is the general fund affected?	No
Future fiscal impact:	None.
Consequences if not approved:	If the requested action is not approved, the Public Health Division will have difficulty providing and receiving reimbursement for Targeted Case Management services (face-to-face case management encounters with clients).
Additional Information:	

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Due to the extended leave of a Public Health Nurse (PHN) and a PHN vacancy in Maternal Child Health, this unit in the Health and Human Services Agency's (HHSA) Public Health division is experiencing a staffing shortage. The division considered covering the shortage with a PHN from another unit such as the Communicable Disease unit; however, this unit has a PHN on extended leave as well. The other units with PHN's are unable to cover the PHN shortage due to their own workload.

HHSA is thus requesting the addition of one 0.8 FTE PHN. Currently, one of the PHN's on staff is a 0.5 FTE PHN in the MCH unit. If the requested action is approved, the incumbent's time would temporarily be increased from 0.5 FTE to 0.8 FTE (an increase of 0.3 FTE) until the PHN on long-term leave in the MCH division returns within the current fiscal year. The 0.5 FTE regular position will remain unfilled until such time as the incumbent returns to that position. The incremental cost of 0.3 FTE in the new LT position will be covered by salary savings in the Public Health division.

Due to vacancies in difficult-to-fill positions, which include a Health Nursing Supervisor, an Occupational Therapist, and a Project Manager in the Emergency Preparedness Unit and two extended leaves without pay, the division is likely to experience a significant vacancy level for the fiscal year as a whole. Thus, the Public Health division will realize salary savings to cover the requested increase of 0.3 FTE.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita